



Employment Development Department

# INFORMATION BULLETIN

## JOB TRAINING PARTNERSHIP ACT

Number: B97-89

Date: February 4, 1998

Expiration Date: 3/1/98

69:34:va

TO: SERVICE DELIVERY AREA ADMINISTRATORS

SUBJECT: METHODS OF ADMINISTRATION/EQUAL OPPORTUNITY TRAINING

The purpose of this Information Bulletin is to transmit a notice for the Job Training Partnership Act Methods of Administration/Equal Opportunity Training to California Service Delivery Areas (SDA) on February 23-25, 1998. The training will be provided by the Directorate of Civil Rights, sponsored by the Employment Development Department's (EDD) Equal Employment Opportunity Office and co-sponsored by the EDD's Job Training Partnership Division's Capacity Building Unit. The training schedule is from Monday (February 23) at 9:00 a.m. through Wednesday (February 25) at 1:30 p.m.

Due to limited accommodations, we are restricting reservations to one attendee per SDA. Please complete and fax the attached form to reserve your attendance at the training. If there is a special need for an additional person, we will consider it on an individual need basis.

The training location is: Industry Hills Sheraton  
Resort and Conference Center City of Industry  
One Industry Hills Parkway  
City of Industry, CA 91744-0290  
Telephone: (626) 810-4455  
Fax: (626) 964-9535

RESERVATIONS: Toll-free line (800) 524-4557 or (626) 810-4455

The \$79 (state government room rates) Single/Double rooms are guaranteed as a block under "Methods of Administration/Equal Opportunity Training."

If you have any questions or concerns, please contact Bob Polk at (916) 653-0566.

/S/ BILL BURKE  
Acting Assistant Deputy Director

Attachment

# FAX TRANSMITTAL

Please complete and fax to:

TO: The Employment Development Department  
Equal Employment Opportunity Office  
Attn: Bob Polk  
Telephone: (916) 653-0566  
**FAX: (916) 654-9371**

FROM:

SUBJECT: Training - JTPA Methods Of Administration/Equal Opportunity Training  
Date - February 23-25, 1998  
Location - Industry Hills Sheraton  
Resort & Conference Center  
City Of Industry

Please designate the person that will be attending the Equal Opportunity Training.

NAME:

SDA:

ADDRESS:

TELEPHONE:

FAX: